The recommended browser is Google Chrome

Paying Fees

Build SA

The City of San Antonio's BuildSA portal uses Accela CivicPay: A payment platform designed specifically for government.

1. Manage your payment reconciliation process and make and view payments in real time.

2. Reduce manual payment processing and save time by making online payments from your device.

06/2021

The Pay Fees Tutorial covers:

- **Paying Fees on an Existing Record**

- **Paying Fees while creating a new application**

Build SA

- **Paying Fees on an Existing Record**

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Login to your account.

From the Home Tab (#1), click My Records (#2).

Locate the record to pay fees (#3).

Click Pay Fees Due link (#4).

After clicking Pay Fees Due, the Application Fees page displays (shown).

Review Fees for accuracy.

Next, click Continue Application.

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The Payment Options page displays (shown).

Click the radio button to the left of your payment selection (shown).

Next, click Submit Payment.

Click radio button to the left of your payment selection option (shown). The amount that will be charged to the credit card displays (shown). Next, click Continue Payment.

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Note: Development Services Department does not store credit card information. Credit card information shown on this example is fictitous.

Use drop-down menu arrows to select card type, card number and expiration date selection (#1).

Review for accuracy. Click Make Payment (#2).
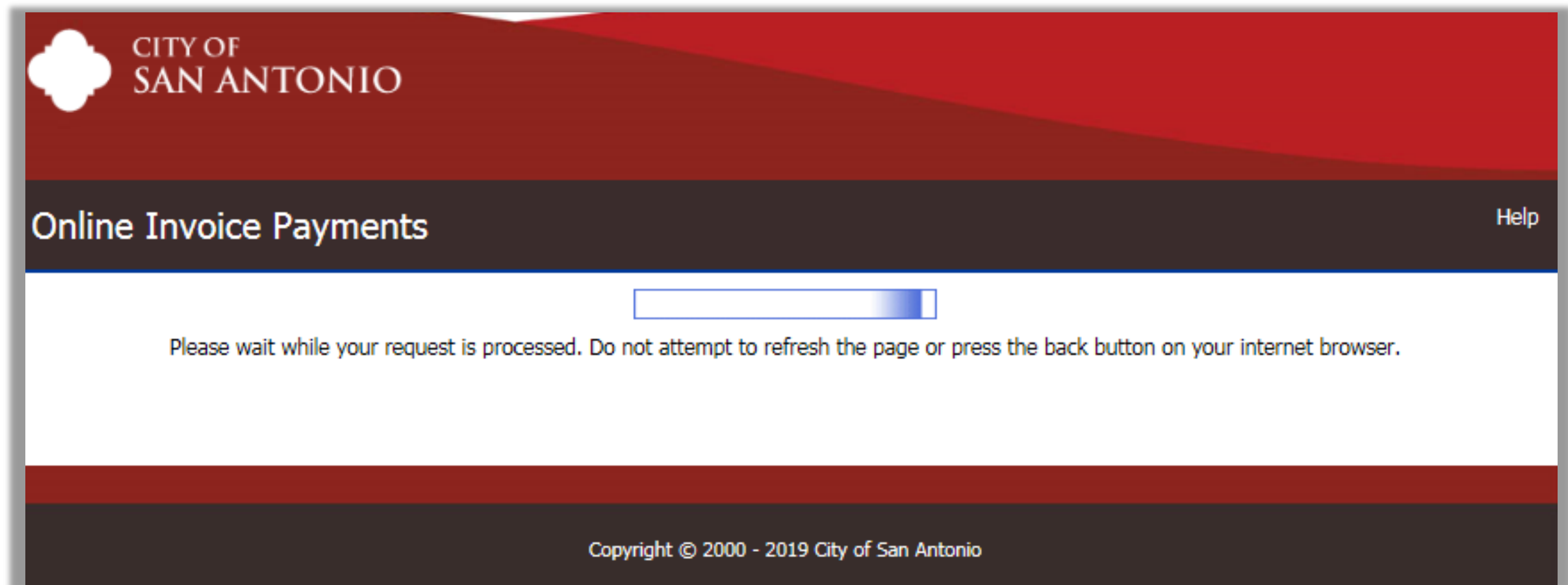
CivicPay transaction page displays briefly (shown).

* *Development Services Department does not retain credit card information.*

BuildSA displays a green banner message after fees are successfully paid (#1).

To print/view the receipt of payment, click the Print/View link (#2).

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If the Print/View Receipt link is clicked, the Receipt displays (shown).

Click on the upper right-hand corner (shown) to print or download a copy of the receipt.

To further verify payment, click the Home Tab (#1). Click My Records (#2). Locate the record (#3). Scroll to the far right. Notice the Pay Fees Due link does not display.

- **Paying Fees on a new application**

In the example shown, the application process is progressed to Step 7: Validate Fees step.

At Step 7 of the application process, review all fees and if needed, make necessary edits to the Qty column, if the option displays for the record-type you are creating.

Home   Land Development   **Building**   Fire

Search Applications   Create an Application

MEP Trade Permits Application

| 1 | 2 | 3 | 4 Application Information | 5 Acknowledgem... | 6 Review | 7 Validate Fees | 8 Record Issuance |

Step 7: Validate Fees

Application Fees

Fees	Qty.	Amount
No Fee	0	$0.00
Mechanical - Permit Base Fee (I)	1	$50.00
Air Handler Systems Fee (I)	0	$0.00
Coil Cooling Fee (I)	0	$0.00
Condensing Units Fee (I)	0	$0.00
Dryer Ducts (r) Fee (I)	0	$0.00
Duct Outlets Fee (I)	0	$0.00
Electric Furnaces Fee (I)	0	$0.00
Electric Heat Strips Fee (I)	0	$0.00
Electric Unit Heaters Fee (I)	0	$0.00
Evaporative Coolers Fee (I)	0	$0.00
Evaporators Fee (I)	0	$0.00

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If the amounts in the Qty column are edited, please click the Recalculate tab (#1).

Next, click Continue Application (#2).

The Payment Options page displays.

Select Payment type.

Click Submit Payment.

Click radio button to the left of your payment selection option.

Next, click Continue Payment.

City of San Antonio

The credit card information used as an example is fictitious.

Online Invoice Payments　　　　　　　　　　　　　　Help

● Payment from credit card　　　　　　　Use the drop-down menu to select a credit card type.

Card Type: Master Card ⌄
Card Number: 5555555555554444
Expiry Date: 03 ⌄ 2022 ⌄

After clicking Make Payment, please do not refresh the page or press the back button on your internet browser.
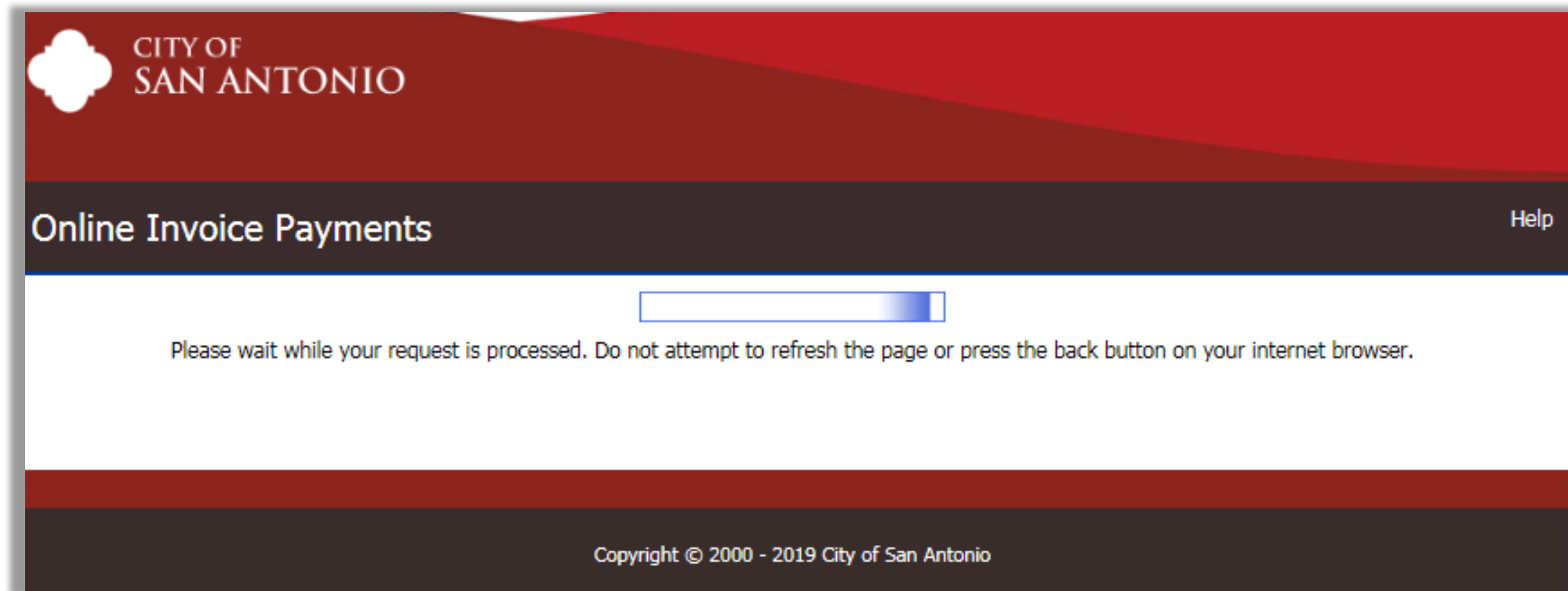
:　　$53.00
Total:　　$53.00

① Complete Transaction

The Payment from credit card page displays. Use the drop-down menu arrow to select a credit card type (shown).

Type Card Number information (shown).

Click Complete Transaction (#1).

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CivicPay transaction page displays briefly (shown).

BuildSA displays a green banner message after fees are successfully paid (#1).

To print/view the receipt of payment, click the Print/View link (#2).

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With any questions about payment of fees, using a credit card or electronic bank payment or accessing your escrow account to pay any record fees, please contact the Development Services Department Customer Call Center, M-F, 7:45am to 4:30pm (210) 207-1111. Or, email

[Customer Call Center](#)

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This concludes the Paying Fees tutorial.

Paying Fees

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